

Bylaws of the College of Design, Construction and Planning (DCP) Graduate Student Association, University of Florida

Article I

Name

This organization shall be known as the "DCP Graduate Student Association" at the University of Florida. Hereinafter referred to as "DCPGSA".

Article II

Purpose and Relationship to the University of Florida

Section 1. Vision: To be a unified voice for DCP graduate students and promote interdisciplinary academic and professional advancements

Section 2. Mission: The mission of this organization shall be to: (1) foster academic initiatives, and (2) coordinate graduate student activities and programs which further the professional, academic and social development of the graduate students in DCP at the University of Florida.

Section 3. Objective: The objectives of this organization shall be to:

- (1) conduct seminars, workshops, symposiums and conferences in order to stimulate academic growth of the DCP community,
- (2) provide a platform to address DCP graduate students concerns
- (3) facilitate the relationship between DCP graduate students and DCP administration,
- (4) support graduate student initiatives in individual DCP academic units
- (5) assist college in organizing cross college social activities for graduate students

Article III

Membership

Section 1. Full Membership: Membership shall be limited to registered graduate students of the University of Florida in the College of Design, Construction and Planning. Full members may hold office and vote.

Section 2. Associate Membership: Faculty, staff, the spouses of members, and other students may be associate members. Associate members may not hold office or vote.

Section 3. Dissociation and Hazing: Members are free to leave and dissociate without the fear of retribution or harassment. Hazing is not practiced nor condoned by DCPGSA.

Section 4. Rules and Regulations: The DCPGSA and its members shall adhere to the Student Guide and other laws, rules and regulations governing the University of Florida and its students at all official functions. Members of DCPGSA also agree to uphold the bylaws of the organization.

Section 5. Nondiscrimination Statement: The DCPGSA shall in no way discriminate on the basis of race, religion, creed, color, sex, age, national origin, disability, sexual orientation or lifestyle.

Article IV

Meetings

Section 1. Regular Meetings: Will be established by the membership at the beginning of each semester. The DCPGSA will plan to meet at least one time per semester during the fall and spring academic semesters.

Section 2. Special Meetings: The executive committee has the authorization to call for additional meetings with a two (2)-week notice.

Section 3. Quorum: Quorum is the membership present at a regular or special meeting.

Section 4. Minutes Procedure: Minutes will not be read at the meeting if members have been sent a copy more than forty-eight (48)-hours prior to the regular meeting.

Section 5. Parliamentary Authority: The rules contained in the current edition of Robert Rules of Order, Newly Revised, shall govern DCPGSA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and special rule guidelines DCPGSA may adopt.

Section 6. Executive Committee Meetings: The officers shall meet at least twenty-four (24)-hours prior to a regular meeting to plan the agenda.

Article V

Finances

Section 1. Tax Status: The DCPGSA operates as a non-profit and non-commercial organization.

Section 2. Funds: All monies shall be utilized for DCPGSA operating cost and activities.

Section 3. Dues: The DCPGSA will not charge membership dues.

Article VI

Officers

Section 1. Executive Committee: The executive committee shall consist of the President, Vice President, Secretary, Treasurer, Social Chair and Professional Development Chair.

Section 2. Officer Elections:

Officers shall be elected by majority vote at the end of the spring semester. Officers fill office immediately following elections.

The term of office shall be twelve (12)-months, or until a successor is duly elected.

There shall be a maximum of two (2) consecutive terms served in a single position by any officer.

If an officer vacates their position prior to the end of their term, another member shall be elected at the next regular meeting or at a special meeting.

Section 3. Nominations and Voting: Nominations shall be given orally by members at the regular meeting prior to officer elections. At the next regular meeting, after nominations from the floor are closed, nominees shall have the opportunity to give presentations. The members shall then vote by closed ballot. The faculty advisor will tally votes.

Section 4. Order of Elections: The order of elections with sliding slate shall be the President, Vice President, Secretary, Treasurer, Social Chair, and Professional Development Chair.

Section 5. Non-majority Results: In the event that the vote for an officer does not produce a majority winner, a second ballot will be taken including consideration of all candidates for the position involved. Should the second ballot again produce a non-majority result, the name of the candidate receiving the lowest number of votes shall be withdrawn and another vote taken. This shall continue until the required officer is elected.

Section 6. Impeachment of Officers: Should one-third (1/3) of the members of the executive committee feel that an elected officer should be removed from office, they shall submit such motion, including all charges against the officer, to the membership in writing. Should a majority vote approve such motion, a date for recall proceedings shall be set, not sooner than seven (7) days or later than twenty-one (21) days from the date of impeachment. The President shall appoint a member to perform the duties of the office until the recall proceeding. In case the President is removed from the office, the next highest ranking officer shall act as the President until an election can be called.

Section 7. Recall Proceeding: The membership shall be empowered to vote on the recall of an elected officer at the scheduled recall proceeding. Recall shall be two-thirds (2/3) vote. If the recall is approved, then officer elections shall be held to fill the unexpired term.

Section 8. Officer Duties:

The President shall:

Preside over all meetings, executive, regular, or other.
Present an agenda to members twenty-four (24)-hours prior to a regular meeting.
Authenticate by signature all acts, orders and proceedings of the assembly.
Appoint committees.
Appoint a parliamentarian.
Act as public relations chairperson and recruit new members.

The Vice President shall:

Assume the duties of the President in their absence.
Assist the President with the duties of that office.
Head committees created by the President.
Update, maintain, and enforce the bylaws of DCPGSA.

The Secretary shall:

Keep a record of minutes and attendance of each meeting.
Keep all official documents.
Read important correspondence.
Maintain the DCPGSA website.

The Treasurer shall:

Collect and deposit all incoming monies.
Record financial transactions of monies.
Pay expenses as received.
Give a statement of finances to the membership at each regular meeting.
Coordinate and plan fundraising events.

The Social Chair shall:

Plan and coordinate social activities.

The Professional Development Chair shall:

Plan and coordinate professional development activities.

Article VII

Advisor(s)

Section 1. Faculty Advisor(s): Up to two (2) faculty members shall be elected to serve as faculty advisors.

Section 2. Selection of Advisor(s): The faculty advisor(s) shall be selected during the meeting that officers are elected. Faculty elections shall be held in the same manner as officer elections. Advisor terms are at the discretion of DCPGSA membership.

Section 3. Advisor(s) Duties: The faculty advisor(s) will serve to advise club members of proper decorum and procedure in regards to club business. The faculty advisor(s) will serve as a liaison between the graduate students and faculty members of the College of Design, Construction and Planning.

Article VIII

Amendments

Section 1. Required Vote: These bylaws may be amended or suspended in whole or part by a two-thirds (2/3) vote.

Section 2. Amendment Procedure: Proposed amendments, suspensions in whole or part, or revocation relating to the bylaws must be presented in writing to the membership two (2)-weeks prior to the regular meeting at which voting would occur.